

STEP-BY-STEP

2nd Ed.

A GUIDE TO MOBILITY TECHNIQUES

REVIEW GUIDE

GUIDING TECHNIQUES

By Sandra Rosen, Ph.D.

ACKNOWLEDGEMENTS

Text and Materials Development

Sandra Rosen

Project Leaders

Terrie (Mary T.) Terlau

Rosanne Hoffmann

Research Assistant

Lara Kirwan

Graphics and Photography

Sandra Rosen

Terri Gilmore

Bisig Impact Group

Production Team

Lila Adkins

Cary Crumpton

Darlene Donhoff

Anna Fox

Frank Hayden

David Hines

Karen Marshall

Lou Tingle

Phyllis Williams

Expert Reviewers

Nora Griffin-Shirley

Julie Hapeman

Donna Brostek Lee

Richard Long

Grace Ambrose Zaken

TABLE OF CONTENTS

Acknowledgements	2
Introduction	4
When the Traveler Is Not Carrying a Cane	5
Basic Guiding	6
Negotiating Narrow Spaces	14
Reversing Direction.....	16
Transferring Sides	24
Negotiating Doors.....	28
Stairs with a Guide	42
When the Traveler Is Carrying a Cane	50
Basic Guiding	51
Negotiating Narrow Spaces	54
Reversing Direction.....	55
Transferring Sides	59
Negotiating Doors.....	63
Negotiating Stairs	65

INTRODUCTION

The review guides supplement the Step-By-Step series on orientation & mobility. Designed for use by students preparing to become O&M specialists and by other vision professionals alike, the review guides provide the user with a quick, sequential, and pictorial review of the mobility skills taught in the corresponding study guide and video. Whether used to prepare for a test or to provide a quick refresher when preparing to teach a new or forgotten skill, it is hoped this review guide will be of value to the user. For more detailed information about each mobility skill, please see the Step-By-Step study guides or the Step-By-Step videos included on the flash drive.

Notes for Screen Reader Users:

The format used for the review guides is a series of tables with descriptive headings immediately preceding each one. In lieu of Alt Text, a short description of each photo appears in the cell to the left of that photo.

WHEN THE TRAVELER IS NOT CARRYING A CANE

BASIC GUIDING

Standard

Initiating Contact

The guide and traveler stand facing the same direction.

Guide-Initiated Contact

The guide touches the traveler's hand or forearm with the back of his hand.



The traveler slides her hand up the guide's forearm...



...to locate and grasp his arm just above his elbow.



- The guide may bend and straighten his elbow to help the traveler find it. (A white arrow in the photo indicates the movement of the guide's arm.)



Traveler-Initiated Contact

The traveler reaches her straight arm out to the side.



Or she bends her elbow to 90 degrees and moves her hand toward the guide until she contacts his arm with the back of her hand.



The traveler locates and grasps the guide's elbow.



- The guide may bend and straighten his elbow to help the traveler find it. (A white arrow in the photo indicates the movement of the guide's arm.)



Grasp

Forming a "C" with her hand, the traveler grasps the guide's arm securely just above the elbow.



Arm Position

The guide's arm hangs at his side. The traveler holds her elbow close to her side.



Walking

The traveler walks one-half step behind the guide...



Side View

...with her shoulder aligned directly behind the guide's shoulder.



Front view

Verifying Shoulder Alignment

The guide can look back at the traveler (without rotating his trunk).



Or the traveler can use her free hand to feel the guide's shoulder...



...and then her own shoulder.



Breaking Contact

The guide rotates his arm. (A white arrow in the photo indicates this rotation.)



The traveler then releases her grasp on the guide's arm.



NEGOTIATING NARROW SPACES

Standard

The guide signals the traveler that they are approaching a narrow space by reaching his guiding arm behind him with his hand centered at midline.



The traveler moves directly behind the guide, reaching her grasp arm across her body.



As they pass through the narrow space, the guide looks back at the traveler to verify her safe passage through the space.



The guide returns his arm to his side, signaling that they have passed through the narrow space.



REVERSING DIRECTION

Breaking Contact

Either the traveler or the guide indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's reverse direction.")



The guide breaks contact with the traveler, or she breaks contact with him.



The traveler and guide each rotate 180 degrees, turning toward one another.



They resume the side-by-side position.



The guide reestablishes contact with the traveler.



Pivot

Either the traveler or the guide indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's reverse direction.")

Without breaking contact, the guide and traveler turn around; either the traveler or the guide can serve as the pivot point.



Traveler as Pivot

The guide walks around the traveler, who remains standing in the same spot as she turns.



The guide and traveler complete the turn, facing the opposite direction.



Guide as Pivot

The guide remains in the same spot as he begins to turn.



The traveler walks around the guide.



The guide and traveler complete the turn, facing the opposite direction.



Maintaining Contact

Either the guide or the traveler indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's reverse direction.")



The guide and traveler turn 90 degrees toward each other; the traveler locates and grasps the guide's free arm.



The traveler releases her original grasp on the guide's arm.

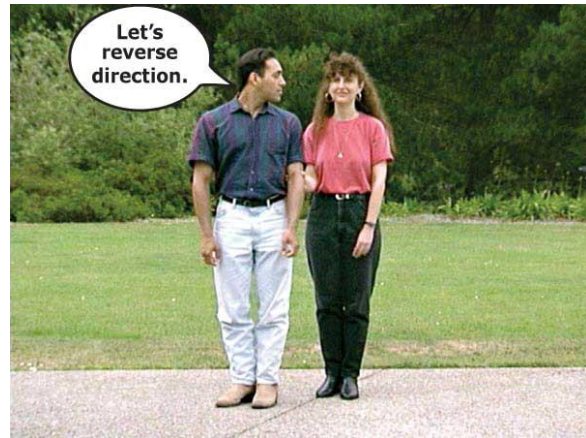


The guide and traveler complete the turn and resume the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) position.



Hand-Over-Hand

Either the guide or the traveler indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's reverse direction.")



As they begin to make a 90-degree turn in the same direction, the traveler grasps the guide's guiding arm with her free hand, then releases her original grasp.



The traveler and guide continue to turn around. The traveler locates and grasps the guide's opposite arm with her now free hand.



The traveler grasps the guide's free arm and releases her grasp on his original guiding arm.



As they continue to turn, the traveler grasps the guide's guiding arm with her free hand, then releases her original grasp.



The traveler then releases her other hand as they complete the turn and resume the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) position.



TRANSFERRING SIDES

Hand-Over-Hand

Either the guide or traveler indicates a need or desire to change sides. (A speech bubble in the photo reads, "Transfer sides.")



With her free hand, the traveler grasps the guide's guiding arm; she then releases her original grasp.

The traveler steps behind the guide.



The traveler reaches for the guide's free arm with her free hand...



...and then grasps it.



The traveler releases her grasp on the guide's original guiding arm. Grasping his opposite arm with her now free hand, she releases her original grasp on that arm and resumes the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) position.



Scoop

Either the guide or traveler indicates a need or desire to change sides. (A speech bubble in the photo reads, "Transfer sides.")



The traveler places the back of her free hand against the back of the guide's guiding arm, above her grasp hand.



Releasing her original grasp, the traveler trails the guide's back to locate and grasp his free arm.

- The traveler either turns 90 degrees toward the guide's opposite side or straightens her trailing arm to avoid stepping on the guide's heels.



The guide and traveler resume travel.



NEGOTIATING DOORS

Self-Closing Doors

Traveler on the Hinge Side: Push Door

The guide and traveler approach the door perpendicularly.



The guide places the traveler in the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) position and opens the door.

The traveler straightens her grasp arm fully and places her free arm in the UPPER HAND & FOREARM position.



The guide moves forward and positions the door stile where the traveler's hand will contact it.

The traveler can push the door open, as needed, to walk through the doorway.

The guide looks back to verify that she passes through the door safely.



The traveler assumes the weight of the door, keeping it open until she has passed through safely.



The traveler then releases the door, allowing it to close behind her.



Self-Closing Doors

Traveler on the Hinge Side: Pull Door

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.



The guide places the traveler in the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) position and opens the door.

The traveler straightens her grasp arm fully and places her free arm in the UPPER HAND & FOREARM position, ready to assume the weight of the door when the guide passes it to her.



The guide moves forward until the traveler's hand is positioned near the stile of the door and then pauses. He either opens or closes the door slightly in order to position the stile where the traveler's hand will contact it. The traveler keeps her arm still and does not reach for the door.

- If the guide has placed another part of the door surface (not the stile) against her palm, the traveler may need to slide her hand along the door until it reaches the stile.

After the traveler's palm contacts the stile, she can push the door open, as needed, to walk through the doorway.



- Throughout this process, the guide looks back at the traveler (minimizing any rotation of his trunk) to verify that she contacts the door correctly and that she is positioned to pass through the doorway safely.

The traveler assumes the weight of the door, keeping it open until she has passed through safely.



She then releases the door, allowing it to close behind her.



Self-Closing Doors

Traveler on the Latch Side: Push Door

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.



The guide places the traveler in the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) position and opens the door.

The traveler assumes the partial-transfer position behind the guide, as follows:

- The traveler grasps the guide's guiding arm with her free hand, then releases her original grasp.
- The traveler straightens her new grasp arm fully. She steps behind the guide and places her free hand in the UPPER HAND & FOREARM position, ready to assume the weight of the door when the guide passes it to her.



The guide moves forward until the traveler's hand is positioned near the stile of the door and then pauses. He either opens or closes the door slightly in order to position the stile where the traveler's hand will contact it.

- Some travelers may choose to straighten their elbow and reach for the door; however, the guide must ensure that they do not place their fingers near the hinge area of the door.
- If the guide has placed another part of the door surface (not the stile) against her palm, the traveler may need to slide her hand along the door until it reaches the stile. After the traveler's palm contacts the stile, she can push the door open, as needed, to walk through the doorway.
- Throughout this process, the guide looks back at the traveler (minimizing any rotation of his trunk) to verify that the traveler contacts the door correctly and that she is positioned to pass through the doorway safely.



The traveler assumes the weight of the door, keeping it open until she has passed through safely.



She then releases the door, allowing it to close behind her.



Self-Closing Doors

Traveler on the Latch Side: Pull Door

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.



The guide places the traveler in the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) position and opens the door. The traveler assumes the partial-transfer position behind the guide, as follows:

- The traveler grasps the guide's guiding arm with her free hand, then releases her original grasp.
- The traveler straightens her new grasp arm fully. She steps behind the guide and places her free hand in the UPPER HAND & FOREARM position, ready to assume the weight of the door when the guide passes it to her.



The guide moves forward until the traveler's hand is positioned near the stile of the door and then pauses. He either opens or closes the door slightly in order to position the stile where the traveler's hand will contact it. The traveler keeps her arm still and does not reach for the door.

- If the guide has placed another part of the door surface (not the stile) against her palm, the traveler may need to slide her hand along the door until it reaches the stile. After the traveler's palm contacts the stile, she can push the door open, as needed, to walk through the doorway.



- Throughout this process, the guide looks back at the traveler (minimizing any rotation of his trunk) to verify that she contacts the door correctly and that she is positioned to pass through the doorway safely.



The traveler assumes the weight of the door, keeping it open until she has passed through safely.



She then releases the door, allowing it to close.



Manually Closing Doors

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.



The guide places the traveler in the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) position and opens the door.



The traveler straightens her grasp arm fully (or does a partial-transfer, if necessary). She then places her free arm in the UPPER HAND & FOREARM position, with her hand held at a comfortable level to catch the door.



The guide moves forward until the traveler's hand is positioned near the stile of the door and then pauses. He either opens or closes the door slightly in order to position the stile where the traveler's hand will contact it.

As the guide moves forward, he looks back at the traveler (minimizing any rotation of his trunk) to verify that she contacts the door correctly and that she is positioned to pass through the doorway safely.



After contacting the door with her free hand, the traveler slides her hand to the doorknob while the guide continues to hold the door steady.



The guide releases the door when the traveler grasps the doorknob.



The guide and traveler pass through the doorway.

- If at a push door, the traveler then trails gently around the edge of the door to locate the handle on the other side.

She pushes or pulls the door closed behind her.



STAIRS WITH A GUIDE

Ascending Stairs: Pause, Then Step Up

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.



The guide stops in front of the first step.

The guide climbs the first step; the traveler takes one more step and then follows one step behind the guide.

Or...

The guide may pull his arm forward (arm-pull) to signal the traveler to move forward to the first step.



The traveler can locate the handrail, if desired, by reaching her free arm forward and to the side.



The guide proceeds to climb the stairs; the traveler follows one step behind him.



To signal arrival at the landing, the guide may either give an arm-pull as the traveler's first foot touches the landing, or pause while the traveler climbs the last step.

Once on the landing the traveler and guide resume travel.



Ascending Stairs: Step Up and Pause

The guide and traveler approach the stairs perpendicularly.



The guide climbs the first step and then pauses.

The traveler can locate the handrail, if desired, by reaching her free arm forward and to the side.



The traveler follows one step behind the guide as they climb the stairs.



To signal arrival at the landing, the guide may either give an arm-pull as the traveler's first foot touches the landing, or pause while the traveler climbs the last step.

Once on the landing, the traveler and guide resume travel.



Ascending Stairs: No Pause

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.



The guide walks up the first step without pausing. If necessary, he may additionally signal the traveler that they are beginning to climb stairs by momentarily hiking his shoulder as he climbs the first step.

The traveler can locate the handrail, if desired, by reaching her free arm forward and to the side.



The traveler follows one step behind the guide as they climb the stairs.



To signal arrival at the landing, the guide may either give an arm-pull as the traveler's first foot touches the landing, or pause while the traveler climbs the last step.

Once on the landing, the traveler and guide resume travel.



Descending Stairs: Standard

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Not Carrying a Cane) technique.



The guide stops at the edge of the top step. He pulls his arm forward (arm-pull) to bring the traveler up to the edge of the step and then tenses his arm to prevent the traveler from overstepping the edge.



The traveler can locate the handrail, if desired, by reaching her free arm forward and to the side.



The traveler follows one step behind the guide as they proceed down the stairs.



To signal arrival at the landing, the guide may either give an arm-pull as the traveler's first foot touches the landing, or pause while the traveler walks down the last step.

Once on the landing, the traveler and guide resume travel.



WHEN THE TRAVELER IS CARRYING A CANE

BASIC GUIDING

Diagonal Technique

The traveler holds her cane in the DIAGONAL technique position, but with the cane tip in front of her own foot.

- If her cane is long enough, the traveler may be able to use the standard DIAGONAL technique position without tripping the guide.



Touch Technique

The traveler performs the TOUCH technique while walking. She shortens the arc on the guide's side to avoid tripping him. (A two-headed arrow in the photo indicates an arc.)

- If her cane is long enough, the traveler may be able to use the standard TOUCH technique without tripping the guide.



Vertical Position

The traveler holds the cane vertically against the front of her shoulder with her arm straight. She grasps the cane mid-shaft, with her forefinger pointing down the shaft and her palm facing backwards.

The cane tip is 2–4 inches above the ground either in front of or to the side of the traveler's nearest foot.



NEGOTIATING NARROW SPACES

Standard

The guide reaches his guiding arm behind him as far as possible, with his elbow straight and his hand centered in midline to signal that he and the traveler are approaching a narrow space.



The traveler positions her cane vertically or semi-vertically and close to her body.

She and the guide then perform the NEGOTIATING NARROW SPACES (When the Traveler Is Not Carrying a Cane) technique through the area.



The guide returns his guiding arm to his side to signal the end of the narrow space.

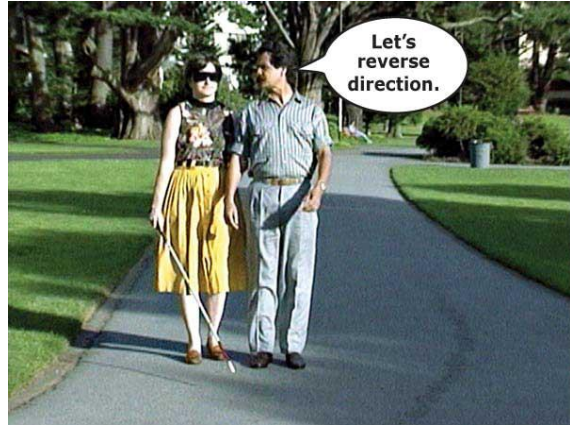
The guide and traveler resume travel.



REVERSING DIRECTION

Breaking Contact

Either the guide or the traveler indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's reverse direction.")



The guide rotates his arm to break contact with the traveler, or the traveler can break contact with the guide.



The traveler positions her cane vertically or semi-vertically.

The traveler and guide turn toward each other as they turn around.



The traveler transfers the cane to her other hand and positions it for carrying.



The guide reestablishes contact with the traveler by touching her hand or forearm with the back of his hand, or the traveler can reestablish contact.



The guide and traveler complete the turn and then resume the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.



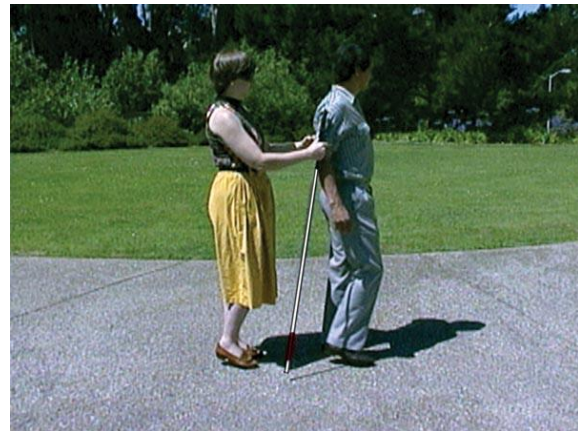
Hand-Over-Hand

Either the guide or the traveler indicates a need or desire to reverse direction. (A speech bubble in the photo reads, "Let's turn around.")



The traveler positions her cane vertically with the tip 1–4 inches above the ground.

The guide and traveler rotate 90 degrees, both turning in the same direction. The traveler grasps the guide's arm with her cane hand and releases her original grasp.



The guide and traveler turn an additional 90 degrees; as they turn, the traveler locates and grasps the guide's opposite arm.

- The guide may reach the elbow of his free arm backward to make it easier for the traveler to find it.
- Some travelers may choose to trail the guide's back with their free hand to most easily locate the guide's free arm.



The traveler releases her grasp on the guide's original arm and then grasps his opposite arm with her cane hand.

She then transfers the cane to her other hand.



The guide and the traveler complete the turn and then resume the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.



TRANSFERRING SIDES

Scoop

Either the guide or the traveler indicates a need or desire to change sides. (A speech bubble in the photo reads, "Transfer sides.")



The traveler places her cane in a vertical position with the tip 1–4 inches above the ground.

She transfers the cane to her grasp hand and places the back of her now free hand against the back of the guide's guiding arm, above her grasp hand; her fingers are pointed toward the guide's opposite arm, held together and curled slightly.



The traveler releases her original grasp, continuing to hold the cane in that hand.

She either turns 90 degrees or straightens her trailing arm to avoid stepping on the guide's heels. She then trails the guide's back with the back of her non-cane hand to locate and grasp his opposite arm.

- The guide may reach his free elbow backward to make it easier for the traveler to find it.



The traveler grasps the guide's opposite elbow and resumes the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.



Hand-Over-Hand

Either the guide or the traveler indicates a need or desire to change sides. (A speech bubble in the photo reads, "Transfer sides.")



The traveler positions her cane vertically with the tip 1–4 inches above the ground.

With her cane hand, the traveler grasps the guide's guiding arm above her original grasp hand; she then releases her original grasp.



Straightening her new grasp arm fully, the traveler steps behind the guide; she reaches for the guide's free arm with her free hand and then grasps it.

- The guide may reach his free elbow backward to make it easier for the traveler to find it.
- Some travelers may choose to trail the guide's back with their free hand to most easily locate the guide's free arm.



The traveler releases the grasp of her cane hand on the guide's original guiding arm and reaches across to grasp his opposite arm.



The traveler then releases the grasp of her non-cane hand on this arm and transfers her cane to that hand.



The traveler resumes the BASIC GUIDING (When the Traveler Is Carrying a Cane) position.



NEGOTIATING DOORS

Traveler on the Hinge Side

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.

When the guide opens the door, the traveler positions her cane vertically with the tip 1–4 inches from the ground and transfers the cane to her grasp hand.

The traveler and guide perform the NEGOTIATING DOORS (When the Traveler Is Not Carrying a Cane) technique.



Traveler on the Latch Side

The guide and traveler approach the door perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.

- The guide may verbally indicate the direction in which the door opens.

When the guide opens the door, the traveler positions her cane vertically with the tip 1–4 inches from the ground, and grasps the guide's arm with her cane hand.

The traveler and guide perform the NEGOTIATING DOORS (When the Traveler Is Not Carrying a Cane) technique.



NEGOTIATING STAIRS

Ascending Stairs: Standard

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.



When the traveler's cane tip contacts the first riser, she anchors the cane against the riser using the CONTACTING & EXPLORING OBJECTS technique. She walks with the guide up to the first step.



The traveler positions the cane tip against the riser of the second or third step (depending upon personal comfort), 1 inch below the stair edge. The traveler holds the cane either vertically or semi-vertically with her arm parallel to the ground.



The guide and traveler climb the stairs using the **NEGOTIATING STAIRS—Ascending (When the Traveler Is Not Carrying a Cane)** technique.

- As they do so, the traveler maintains the cane tip 1–2 steps ahead of her and allows it to lightly contact each riser.



Upon reaching the landing, the traveler and guide resume travel.



Ascending Stairs: No Pause

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.



When the traveler's cane tip contacts the first riser, she anchors her cane against the riser using the CONTACTING & EXPLORING OBJECTS technique as the guide walks to up the first step.



The traveler positions the cane tip against the riser of the second or third step (depending upon personal comfort), 1 inch below the stair edge. The traveler holds the cane vertically or semi-vertically with her arm parallel to the ground. She and the guide climb the stairs using the NEGOTIATING STAIRS—Ascending (When the Traveler Is Not Carrying a Cane) technique. As they do so, the traveler maintains the cane tip 1–2 steps ahead of her and allows it to lightly contact each riser.



Upon reaching the landing, the traveler and the guide resume travel.



Descending Stairs: Standard

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.



Using the NEGOTIATING STAIRS—Descending (When the Traveler Is Not Carrying a Cane) technique, the guide and traveler walk up to the first step.

The traveler anchors her cane shaft against the edge of the top step and walks up it.



The traveler positions her cane as in the BASIC GUIDING—Diagonal (When the Traveler Is Carrying a Cane) position with the cane tip suspended 1–2 inches above of the edge of the first or second step below, depending upon the length of the cane. She and the guide walk down the stairs using the NEGOTIATING STAIRS (When the Traveler Is Not Carrying a Cane) technique.



Upon reaching the landing, the traveler and guide resume travel.



Descending Stairs: Cane in the Vertical Position

The guide and traveler approach the stairs perpendicularly using the BASIC GUIDING (When the Traveler Is Carrying a Cane) technique.

Using the NEGOTIATING STAIRS—Descending (When the Traveler Is Not Carrying a Cane) technique, the guide and traveler walk up to the first step.



The traveler maintains her cane in the vertical position (with the cane tip next to her near foot).

She and the guide walk down the stairs using the NEGOTIATING STAIRS (When the Traveler Is Not Carrying a Cane) technique.



Upon reaching the landing, the traveler and guide resume travel.



American Printing House for the Blind, Inc.
1839 Frankfort Avenue
P.O. Box 6085
Louisville, Kentucky 40206-0085
Phone: 502-895-2405
Toll Free: 800-223-1839
Fax: 502-899-2274
Email: info@aph.org
Website: www.aph.org

Step-By-Step, 2nd Ed.
REVIEW GUIDE
Guiding Techniques

Copyright © 2021

Catalog Number 8-75981-00